



Department of Energy
Germantown, MD 20874-1290

MEMORANDUM FOR DISTRIBUTION

FROM: SUSAN L. FREY 
DEPARTMENTAL RECORDS OFFICER, IM-11

SUBJECT: RM Numbered Memo 2002-16, Standard Method for Referencing
Disposition Schedules

Inconsistencies in the way records disposition schedules are referenced have created problems for the Federal Records Centers. To alleviate these problems, the National Archives and Records Administration (NARA) has requested that the Department standardize the way in which it references disposition authorities on Standard Form 135's and in other correspondence. This memo prescribes the reference method to be used in the future. While establishing the reference standard, we made an effort to address Field concerns.

The new reference standard is flexible enough to accommodate automated systems that produce SF-135s. SF-135, column (h), "Disposal Authority" **must** include the N1-434-XX-XX NARA job number. Column (h) **may** also include the schedule abbreviation (see below) and/or the series item if space permits. The schedule abbreviation and series item, if not included in column (h), must be placed in column (f) "Series Description". There is ample room in that column for the information. The placement of the schedule abbreviation and series item is left to each site. However, NARA job number, schedule abbreviation and series identification must **all** appear on the form.

Newly authorized dispositions and those from predecessor agencies have been consolidated into a set of generic Administrative and Program-related schedules. A standard set of three-character abbreviations (provided below) has been developed to identify DOE's schedules. Reference to a disposition authority should appear as follows.

Example: N1-434-8-20/ADM-17, item 15.a.(3).(d).

- **ADM** - Administrative Records Schedules (1-23)
- **GRS** - General Records Schedule
- **R&D** - Research and Development Schedule
- **ENV** - Environmental Schedule
- **NWS** - Nuclear Weapons Schedule
- **Y2K** - Y2K Records Schedule
- **WFO** - Work for Others



Approved Records Disposition Schedules are available on the Records Management Website at <http://cio.DOE.gov/Records/Index.htm>. The NARA job number can be found beside each schedule or individual records series.

Please begin using this method of referencing disposition schedules no later than June 1, 2002. A copy of this transmittal will be forwarded to NARA for distribution to Federal Records Centers. Refer any questions on this transmittal to Sharon Evelin at 301-903-3455 or Jay Blewett at 301-903-9608.

cc: John Ellis, NARA
David Weber, NARA